



INVESTOR IN PEOPLE

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Documents considered to be relevant:

Category	Relevant to claims	Identity of document and passage or figure of particular relevance
A		WO 99/22321 A1 (EPITROPOS) computer management system saves files with a particular class in a predefined path

Categories:

X	Document indicating lack of novelty or inventive step	A	Document indicating technological background and/or state of the art.
Y	Document indicating lack of inventive step if combined with one or more other documents of same category.	P	Document published on or after the declared priority date but before the filing date of this invention.
&	Member of the same patent family	E	Patent document published on or after, but with priority date earlier than, the filing date of this application.

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G06F

The following online and other databases have been used in the preparation of this search report:

Online: EPODOC, FULLTEXT, INSPEC, INTERNET, JAPIO, NPL, WPI, XPESP



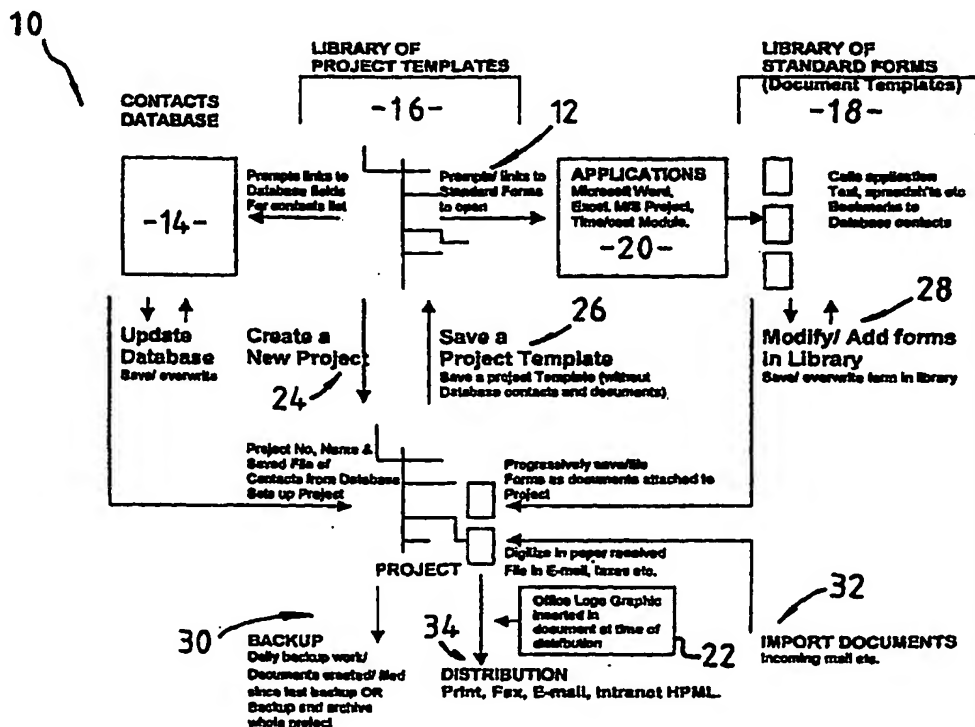
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(54) Title: COMPUTER MANAGEMENT SYSTEM

(57) Abstract

A computer management system (10) is provided for operating a computer and application programs (20) from projects. The system (10) stores information related to individual projects in memory of the computer and comprises project selection means for selecting a desired project and linking means (12) for linking information and tasks related to each project. The linking means (12) has a file path including task categories and information classes for each task category so that documents for each class are automatically saved in a predefined path. The information classes are adapted to contain document identifications. In use the selection means is used to select a project and from which a desired document in an information class can be selected. The system (10) can create a new project (20) with newly defined linkages, save off an existing project or model on a project template (16). Any of the projects can be made a project template (26). The linking means also has a database (14) containing contact and client details from which the details are retrieved and inserted automatically in bookmarked positions in a document being created. The application program for a selected document is run automatically on selecting the document.



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"COMPUTER MANAGEMENT SYSTEM"**FIELD OF THE INVENTION**

THIS INVENTION relates to a computer management system for managing information and tasks for businesses or professional organisations, and in particular but not limited thereto to a computer management system for managing information and tasks for a business or professional project so that all information and tasks for the project made available to a particular user are accessible within a single project folder.

BACKGROUND TO THE INVENTION

10 The applicant has worked in a number of business and professional organisations in different countries and has found that people in these organisations continue to use paper based correspondence and other documents despite advances made in the computer industries in recent years. The aim of a paperless office is therefore far from realisation.

15 Amongst many of the reasons for the continuing use of paper based documents are difficulties in locating desired information stored on the computer system and many information such as client addresses and formats of correspondence required for tasks to be done on the computer system need to be manually entered each time a document is to be created, after spending considerable time finding the addresses and deciding on the appropriate formats and layouts for the documents. In addition the tasks for a project generally require the use of different application programs which need to be located and opened. Often files saved by the programs are difficult to identify, and if there are many files they are also difficult to find as there is no logical filing system and different users name files in accordance to their preferences.

25 Fear of the security of computer records is another reason for people to continue to use paper based documents.

Accounting packages currently in use are solely for accounting purposes. These packages do not allow for monitoring of project performance of production staff.

OBJECT OF THE INVENTION

It is an object of the present invention to provide a computer management

system which alleviates or reduces to a certain level one or more of the prior art disadvantages.

Other objects will be evident from the following description.

DISCLOSURE OF THE INVENTION

5 In one aspect the present invention resides in a computer management system comprising project selection means for selecting any one of a plurality of projects, the projects each having related information stored on memory means of the computer system, and means for linking information and tasks related to each project. The linking means is arranged so that the selection means can be
10 selectively activated to present one or more task categories and one or more information classes in each task category. Each information class is adapted to hold documents, when created, intended for this class so that information relevant to a particular class in a task category can be obtained by selecting the appropriate task category and information class.

15 In another aspect the present invention resides in a management program stored on a computer readable medium, the program comprising project selection means for selecting any one of a plurality of projects, the projects each having related information stored on memory means of the computer system, and means for linking information and tasks related to each project. The linking means is
20 arranged so that the selection means can be selectively activated to present one or more task categories and one or more information classes in each task category. Each information class is adapted to hold documents, when created, intended for this class so that information relevant to a particular class in a task category can be obtained by selecting the appropriate task category and
25 information class.

 It should be noted that the term "project" as used herein includes any construction projects, research projects, commercial projects, educational projects, financial projects, legal projects and the like; and the term "document" includes one or a combination of two or more of a letter, an accounting or financial report,
30 a time costing report, a project report, a drawing, picture, graphic or other image, and an audio file.

Hereinafter the word "system" should be considered to include "software"

for features common to the aspects of the present invention.

Any of the task categories may include one or more sub-categories and the system has sub-category selection means for selecting the sub-category or any one of the sub-categories. In an example the sub-categories are in the form of recipients of the tasks.

In an embodiment the task categories for an architecture project include project information, contract fees, correspondence, design, meetings, authorities, program, budget costs, production, tender, contract administration, and close out. The recipients for this embodiment include acoustic engineer, builder, client, electrical engineer, general matters, hydraulic engineer, interior designer, mechanical engineer, quantity surveyor, and structural engineer.

The information classes may include fax, letter, memo, telephone log and report.

Preferably the system of the present invention includes invoking means for invoking an appropriate application program when a document in an information class is to be created or selected.

Desirably the linking means includes a linkage database containing the information relevant to the or each information class. The linking means may also include a filing arrangement for automatic filing documents under the relevant information classes for the task categories.

The system conveniently includes project creation means for creating a new project. The project creation means may have a project template selector for selecting a project template for the new project from a library of project templates stored in the memory means. The selected project template typically has forms on which information for the new project are entered; and project modifying means for modifying a project. Alternatively the project creation means may copy an existing project as a new project.

Conveniently the system of the present invention has a database of information and certain information for the forms can be called from the database and inserted automatically. Typically this database includes contact details such as recipient details.

The system may also include a library of document templates which can

be accessed within an application program. The linking means is arranged so that predetermined document templates are automatically linked to relevant information classes.

Typically the system includes a document template creation means for adding to the library of document templates and document template modifying means for modifying a document template.

Desirably the contact database and the document templates are linked to projects so that appropriate information in the database relevant document templates are available to the projects. This reduces computer memory usage by the system as information common to different projects need not be separately stored.

The system of the present invention may have stored graphics such as office logo for insertion into documents. Desirably the graphics are automatically inserted into an appropriate location of a document when printing or when sending the document through a communications system such as email or facsimile. The graphics are advantageously not inserted in the document when saving or archiving in order to minimise the size of required computer storage.

Conveniently communications programs such as email, facsimile, internet browser, and the like are invokable through the system. More conveniently any of these communications programs can be invoked by a user command or selecting an icon or button within any stage of the system.

Desirably information related to an information class within a task category or a sub-category is made readily accessible. Said desirable information may be memo, telephone messages and the like which are associated with the task. It is also desirable that email message, diary, contact listing and/or "to do" list for the user are made readily available. The availability can be selected by entering appropriate user commands which may be buttons or icons for activation on the computer screen.

It is particularly advantageous that the system of the present invention has means for intercepting a save command entered within any of the application programs so that all documents or files for the selected project are saved in predetermined folders. More particularly, the linking means has a file path

determining means which automatically save to and retrieve from the predetermined folders. The file path allows users to find files logically.

5 In order to prevent tampering of any saved documents/files, the system of the present invention may have means for preventing tampering of records and/or files of any of the projects. Such means include designating all or selected save files and/or records as "read only", and/or with password protection. The tampering preventing means can be made password sensitive so that certain functions and activities are not active for users not authorised to alter files and/or records.

10 Desirably the system of the present invention has password verification means so that only a user supplying the correct password for the user can have access to the system. Preferably the system has different levels of access so that users can only have access to projects and/or certain information and certain functions/activities in projects which are made available to those users.

15 It is also desirable that the system of the present invention has a backup facility so that a copy of the database and the projects stored on the memory means of the computer system is made regularly and/or upon receiving an appropriate user command. Preferably the backup facility is invoked routinely.

20 The system of the present invention may be provided with an archiving means for archiving records and information of the projects stored on the memory means. The archiving means is advantageously selective so that the user can select any of the projects or any records or information associated with one or more selected projects for archiving.

25 The system of the present invention can also be provided with a restoring means for selectively restoring any record or information that has been archived.

The system may also have an audit trail facility which allows an auditor to trace information such as documents created, documents transmitted, letters forwarded, receipt issued, etc.

30 The system is desirably adaptive so that other application programs and add on modules for specific projects or additional functionalities can be easily incorporated into the system. Time/cost project management module is one such add on module for the system. The time/cost module may be used by project

team managers and production staff to monitor their performance, the project's performance and their percentage chargeable time.

In a further aspect the present invention resides in a monitoring system for monitoring project performance. The monitoring system includes memory means
5 for storing information relating to one or more projects and information relating to members working on the one or more projects; and programming means arranged for providing project performance. The project performance and/or individual member performance are derived from the stored project information and the member information.

10 Typically the project information and the member information are arranged in a database stored on the memory means.

The database includes one or more project records and one or more member records. Each project record includes a unique project identification and project costs. The project identification may be a unique number field for each
15 project and may also include a project name field and/or manager name field.

Desirably the unique project number field includes a start component which indicates project starting year and a sequentially incremental project number for that year. It can also include a component which indicate a cost category of the project.

20 The project costs may advantageously include a project type field and/or an overhead allocation field.

The project type may include regular cost components such as direct labour costs, direct expenses, reimbursements and "rework" costs; overhead cost components such as indirect labour costs and indirect expenses; and promotional
25 project components for projects overlapping fiscal years.

Examples of the indirect labour costs and indirect expenses are general overhead, vacation, sick leave, holiday, business development, accounting, research and development, civic duty , professional development and the like.

Each member record typically includes a unique member identification
30 filed and a member class field. The unique member identification field may include a unique member number component and member name component.

The member class field may include a member class component for charge

out level determination, a base pay rate component for actual project costs consideration.

If members are to be paid overtime then the member class field may also include an overtime component.

- 5 If members have both chargeable and non-chargeable times then each member record can have a target ratio of chargeable to non-chargeable times.

It is advantageous that each project record and each member record have a grouping field so that performance of the grouping can also be indicated. Typically the grouping is a department or a section of an organisation.

- 10 In preference the monitoring system of the present invention includes an online time sheet entry form for entering information relating to work done on the one or more projects. Typically the time entry form includes information for period ending, member number, grouping, chargeable time, non-chargeable time, hourly rate, expenses and the like, whereby performance of members and/or groupings and/or projects can be monitored. The monitored performance may also be used in predicting suitable staff members, budget and timings for future projects.

- 20 The individual member performance may be in the form of a ratio of actual chargeable vs non-chargeable time. Desirably this ratio is superimposed on a target ratio so that each member can view performance against the target ratio.

The actual ratio and the target ratio is preferably calculated to the current period ending and/or the year to date.

The individual member performance may also include an indication of time expended vs budgeted time.

- 25 The monitoring system of the present invention can be provided with another online information entry form for entering allowable expenses. Said allowable expenses may include outside consultant services, travel and meals, reproductions, telephone charges, etc.

- 30 Desirably outside consultant services information entry is on a separate form which schedules each consultant and provides reconciliation of the fees expended, accrued, billed or not, and paid.

Conveniently the monitoring system of the present invention has a fee

billing facility for the or each project. In the fee billing facility, labour costs, outside consultant fees and reimbursements may be included as fixed costs, time charges, or variations of these for various parts of a project.

5 If is preferred that relevant information stored on the memory means can be exported to an accounting package which performs general accounting tasks.

It is also preferred that the monitoring system of the present invention has import facility for importing relevant information from the accounting package.

10 As a security measure, the information entered for the time sheet entry and/or for outside consultant services must be authorised by a person with an appropriate password before they can be posted into the system.

The programming means is arranged to select the appropriate information stored on the memory means and to perform operations to generate one or more of the following reports:

- 15 * Time analysis report;
- * Project progress report (including projected cash low report);
- * Project detail report;
- * Project summary report (including projected cash flow report); and
- * Reports to focus on pareito information.

20 The programming means may also be adapted to generate a "resource balancer" report based on the member class field. The "resource balancer" report allows projects to be prioritised and members to be allocated to projects by class on the basis of the resource available and project demands.

The "rework" component may be used to generate a report which identifies projects or parts of projects which have a high rework component.

25 The relevant information exported to the accounting package can be used to generate the followings:

- * Invoicing information;
- * Wages time data;
- * Disbursements; and
- 30 * Project data.

It is preferred that the monitoring system has a multi-level security access arrangement so that members have different levels of access. As an example, the

security access arrangement has 4 levels of access and the access for each level may be as follows:

	* System defaults	1	
	* Export files to accounting system	1	
5	* Check time sheets before posting	2	
	* Check project budgets before posting	2	
	* Create reports (Firmwide)	2	
	* Check and modify other data entry before posting	2	
	* Create a new project	2	
10	* Archive or delete a project	2	
	* Back-up (in single user version)	2	
	* Create a project budget		3
	* Modify budgets monthly		3
	* Create Reports particular to Department		3
15	* Create and reconcile fee invoicing		3
	* Reconcile outside consultant fees		3
	* Enter direct expenses data		3
	* Enter own time sheets		4
	* View data specific to own projects		4

20 The monitoring system may be a stand-alone system or an add on module or an integral part of the system described earlier as one aspect or another aspect of the invention.

25 The applicant has ingeniously developed a number of features which work in synergism together. Each or combinations of selected ones of the features may be considered inventive and the applicant reserves the right to divide out any of the inventive features or combinations in separate applications.

30 The system according to a preferred embodiment of the present invention allows a user to operate a computer in projects, and jobs or matters relevant to a selected project. The system allows a project to be created by selecting a predefined project template which has predetermined links between task categories, task sub-categories, information classes and document templates within each class; or copied from an existing project whereby workflows, jobs or matters

in a previous project can be easily duplicated. A document to be created can be selected from a document template, and contact and/or recipient details are entered automatically in the document once the contact and/or recipient are identified. The system runs an application program for a selected document
5 automatically and saves the document in a predefined file path. Project creations within an organisation are therefore largely automatic and highly consistent. Once created the documents are filed in a predetermined file path within a project, and therefore allows a subsequent user to locate it easily.

BRIEF DESCRIPTION OF THE DRAWINGS

10 In order that the present invention can be readily understood and put into practical effect the description will now be made in reference to the accompanying drawings which illustrate preferred embodiments of the present invention and wherein:-

Figure 1 is an overall flow diagram showing major linkages between major
15 components of an embodiment of the computer management system according to the present invention;

Figure 2 shows a main screen of the computer system shown in Figure 1;

Figure 3 shows a screen containing project details following selection of
a project in the screen of Figure 2;

20 Figure 4 shows the Figure 2 screen with expanded project icons;

Figure 5 shows a screen containing details of a master project profile;

Figure 6 shows a screen in the new document wizard;

Figures 7 shows a screen containing a list of contacts;

Figure 8 shows a document log containing history of actions on the
25 documents;

Figure 9 shows a screen containing staff timesheets;

Figure 10 shows a screen for timesheet detail entry;

Figures 11 and 12 are forms for entering contact details;

Figure 13 and 15 are forms for entering budget details;

30 Figure 16 and 17 are forms for entering fees details;

Figure 18 and 19 are time cost reports;

Figure 20 is a flow diagram showing a project monitoring system

according to the present invention functioning as an add on module for a computer management system and interfacing with an accounting system; and

Figure 21 is a hierarchical report order for the monitoring system shown in Figure 20.

5

DETAILED DESCRIPTION OF THE DRAWINGS

Referring to Figure 1, there is shown an overall flow diagram for the computer management system 10 according to the present invention. As can be seen the system 10 has linking means 12 with linkages to a contact database 14, a library 16 of project templates, and a library 18 of document templates. The
10 linking means 12 automatically invokes an appropriate application from stored applications 20 when a document template or a document is selected.

The selected document or document template has predefined locations or bookmarks where contact details from the contact database 14 and office logo 22 are to be inserted. The system 10 also has a project creation function 24 to create
15 new projects and saving means 26 for saving a created project as a project template. A modifying means 28 for modifying the library 18 is provided for editing an existing document template or adding a new document template in the library 18.

The linking means 12 progressively save and/or file template documents as documents attached to the selected project in a predefined file path; and the
20 saved documents are linked to the project number and contacts from the database 14.

The linkages, the bookmarks, the application program to be invoked and the file path for each document in a project are contained in a linkage database
25 (not shown).

The system 10 also has a backup function 30 for backing up documents periodically or for archiving selected projects. The system 10 allows documents
32 such as facsimiles, email, scanned documents etc. to be imported. A distribution means 34 is included for distributing created documents and imported
30 documents to targeted computers in a network. In order to save computer storage the office logo is not saved in the created documents.

This system 10 utilises the Microsoft Window™ login password for

validating access and access level allowed for the user. If desired a separate login menu for the computer management system 10 can be incorporated. The login menu may be a window or a box on the computer monitor. It will prompt a user to enter the user name at the user prompt and password at the password prompt.

5 When they are entered the system checks the entered name and compares the entered password with a previously stored password for the entered user name. If the user name is not on a list of authorised users the system alerts the user and prompt for another user name. If the entered user name is found on a user database but the entered password does not match the one on the databases the

10 system prompts the user to re-enter the password. The system will allow access to the next phase of the system only when the entered user name is authorised and the entered password matches the one stored on the database.

When the system 10 is operating it initially presents a main screen 36 as shown in Figure 2. The screen 36 allows the user to select functions through drop

15 down menus 38 identified by the titles "File", "Projects", "TimeCosting", "Tools" and "Help".

Selecting "File" allows the user to access to the functions "New Project", "Edit Project", "Delete Project", "Document Template Editor", "New Document Wizard", "Search dor Documents" and "Document Import". Under "Project" the

20 functions can be accessed are "Budget", "Fees", "Master Project Profile Editor" and "Project Profile Editor". "Timesheets", "Reports", "Master Phases" and "Project Phases" can be selected under "TimeCosting" and "Contacts", "Departments", "Classes", "Activities", "Staff", "Company Logo", and "Defaults" under "Tools". The "Help" drop down menu has the usual function "Help" as well as "Database

25 Explorer".

The screen 36 also has radio buttons 40 for frequently used functions which in this embodiment are "New Project", "Edit Project", "Add/Edit Contacts", "New Documents", "Document Search" and "Timesheets".

Below the radio buttons 40 are a left window 42 containing project icons

30 and a left window 44 containing a list project details. More details of a project is accessible in a further window 46 as shown in Figure 3 by selecting the project in the window 42. The project icons in the window 42 can be expanded by

selecting to show a hierarchical filing structure as shown in Figure 4. The tree structure shows the linkages between the task types, recipients and document classes for each project. In the example shown in Figure 4, project no. 5148 has two task types (CCoresp for correspondence and DDEsign for design). For CCoresp the recipients are clients and document class is letter. For DDesign the recipients are also clients and the document class is briefs. While Figure 4 shows a single recipient sub-category and a single document class for a task type the system 10 may have a plurality of recipient sub-categories and a plurality of document classes selected from a mater project profile as in Figure 5

10 Referring again to Figure 4 when a document class is selected the system 10 presents another set of radio buttons 48 in window 44. These radio buttons include the functions for creating a new document, removing a document, sending a document, printing a document, transferring a document in the document class and editing a document.

15 When the new document radio button is selected the system 10 presents a document template selection screen as shown in Figure 6. The user may select one of the existing template or add a new template to the linkages. Upon selection of a template the system 10 prompts the user to enter a document category, recipient and document class before invoking an application program appropriate for creating the document.

20 Figure 7 shows a contact selection screen which is revealed when the add/edit radio button is pressed. The user can select a desired contact to be inserted in a bookmarked position in a document. This screen also allows the user to add, edit or delete any of the contacts.

25 Pressing the document search button reveals a document log as shown in Figure 8 with history of actions on the documents. This allows the user to ascertain the actions taken in relation to any documents in a quality assurance operation or audit trail operation.

30 The time sheet radio button allows access to timesheets of staff members as shown in Figure 9. This screen may be selectively chosen to display the timesheets of all entries, only incomplete entries, all staff, user only or by week ending date. Figure 10 is a form for entering or editing timesheet details and is

accessed by selecting the "New" or "Edit" prompt in Figure 9.

Figures 11 and 12 are respectively "Add" and "Edit" form for the contact details and they are accessible through the contact selection screen shown in Figure 7.

5 Figures 13 to 15 shows forms for entering budget details and Figures 16 and 17 forms for fees details.

TimeCosting reports are shown in Figures 18 and 19.

Referring now to Figure 20, there is shown a project monitoring system 50, in this case a project control system, in accordance with another embodiment of the present invention. The system 50 as shown is linked to an accounting system 58.

The monitoring system has input means 52 which enable users to enter time sheet information, project expenses and project budgets. The entered data are stored in storage means such as a hard disk.

15 Programming means 54, in this case project control system programs, selects appropriate data from the hard disk to generate one or more reports at output means 56. The output means 56 can be a computer monitor or a printer.

20 As can be seen entered data are exported to the accounting system 58 for generating other reports. The monitoring system 50 is programmed so that it can use information normally associated with the accounting system 58 for generating appropriate reports.

25 Although not shown it should be understood that the monitoring system 50 has a multi-level access arrangement so that only users with the appropriately authorised passwords can access facilities allocated under the passwords.

As a further security measure identification codes (PIN) corresponding to respective passwords must be entered before the users are allowed access to any facility provided by the system 50.

30 In an exemplary application of the system 50, at the beginning of an accounting period or fiscal year all the files for the system are initialised. This may require the system to "rule off" the data so that actuals are recorded at the

expiration of the period. Staff members can then enter and post time sheet details at, say, each pay period. Expenses and reimburseable items are also entered and posted regularly.

5 Budgets for projects are entered typically by project managers about 14 days ahead of monthly budgets and projections of budgets are entered about 6 months ahead.

Regular review of the monthly budgets and projections are necessary so that any variations can be taken account off.

The budgets and projections are used to generate cash flow reports.

10 Resources based on the budgets and time sheet data can be used to check against projects and then balanced resources can be allocated firmwide.

In this example, projects are grouped and staff members may work on projects from various groups. Therefore resource balancing between groups can involve rearranging staff resources between groups to suit particular demands and priorities.

As each member record has a class component, the classes of staff members can be readily interchanged between projects and they facilitate resource balancing.

20 At the end of each accounting period each project manager estimates the stages in each phase of the projects worked on during that period.

The time sheets and expenses of staff members, outside consultant fees which have been expended and to be completed are also entered at this stage.

Projected cash flow budgets are then reviewed.

25 Hierarchical reports as shown in Figure 20 can the be generated for project monitoring.

Whilst the above has been given by way of illustrative example of the present invention, many variations and modifications thereto will be apparent to those skilled in the art without departing from the broad ambit and scope of the invention as herein set forth.

30

CLAIMS

1. A computer management system comprising project selection means for selecting any one of a plurality of projects, the projects each having related information stored on memory means of the computer system, and means for
5 linking information and tasks related to each project; the linking means is arranged so that the selection means can be selectively activated to present one or more task categories and one or more information classes in each task category; each information class is adapted to hold documents, when created, intended for this class so that information relevant to a particular class in a task
10 category can be obtained by selecting the appropriate task category and information class.
2. A computer management program stored on a computer readable medium, the program comprising project selection means for selecting any one of a plurality of projects, the projects each having related information stored on
15 memory means of the computer system, and means for linking information and tasks related to each project; the linking means is arranged so that the selection means can be selectively activated to present one or more task categories and one or more information classes in each task category; each information class is adapted to hold documents, when created, intended for this class so that
20 information relevant to a particular class in a task category can be obtained by selecting the appropriate task category and information class.
3. The invention according to claim 1 or claim 2 wherein at least one of the task categories including one or more sub-categories and the invention having sub-category selection means for selecting the sub-category or any one of the sub-
25 categories.
4. The invention according to claim 1 or claim 2 wherein further including invoking means for invoking an appropriate application program when a document in an information class is to be created or selected and the linking means includes a filing arrangement for automatic filing documents under the
30 relevant information classes for the task categories.
5. The invention according to claim 1 or claim 2 wherein further including project creation means for creating a new project, the project creation means

having a project template selector for selecting a project template for the new project from a library of project templates stored in the memory means and the selected project template having input forms for entering information for the new project; and project modifying means for modifying an existing project.

5 6. The invention according to claim 5 wherein the invention having a database of information and certain information for the forms can either be called from the database or inserted automatically by a user command.

7. The invention according to claim 1 or claim 2 wherein The invention including a library of document templates which can be accessed within an
10 application program and the linking means is arranged so that predetermined document templates are automatically linked to relevant information classes.

8. The invention according to claim 7 wherein the invention including a document template creation means for adding to the library of document templates and document template modifying means for modifying a document
15 template.

9. The invention according to claim 7 wherein the contact database and the document templates are linked to projects so that appropriate information in the database and appropriate document templates are made available to the projects.

10. The invention according to claim 1 or claim 2 wherein the invention
20 having stored graphics for insertion into documents and the graphics are automatically inserted into an appropriate location of a document when printing or when sending the document through a communications system.

11. The invention according to claim 1 or claim 2 wherein the invention further including an audit trail facility which allows an auditor to trace history of
25 actions on a created document.

12. The invention according to claim 1 or claim 2 wherein the invention is adaptable to selectively incorporate application programs and/or add on modules for specific projects and/or additional functionalities.

13. The invention according to claim 12 wherein the invention incorporates
30 a Time/cost project management module.

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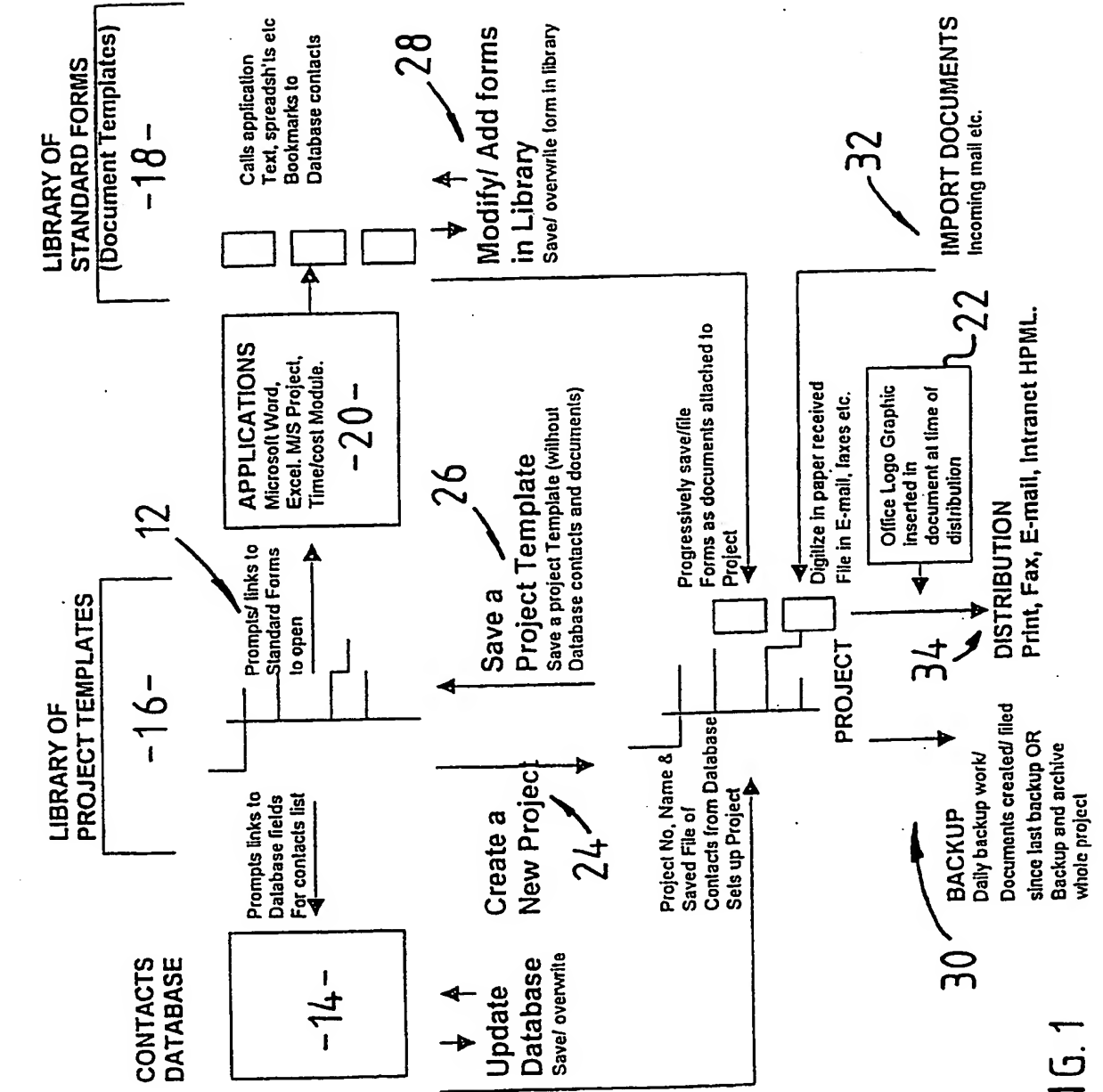


FIG. 1

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38 40

36

CEMS Paperless Project

Projects

Project ID	Project Name	Manager	Status	Category	Phase	Start Date	End Date
3607	5 WAYS SHOPPING CENTRE	CARLIANAR	Active	Retail	RET		
3877	ABBEY RETIREMENT VILLAGE	ADMIN	Active	Aged Care	ACR		
4185	BRADSTREET BUILDING	GARNETT R	Active	Aged Care	ACR		
4498	COVE RESORT	ARNOLD M	Active	Aged Care	ACR		
4553	CARRINGTON SHOPPING CENTRE	SIMMONS R	Active	Retail	RET		
4575	BRIGHTON SHOPPING TOWN	CARLIANAR	Active	Retail	RET		
4882	REDDING REGIONAL SHOPPING CENTRE	EAST G	Active	Retail	RET		
4922	BALDROCK OFFICE DEVELOPMENT	JOHNSON L	Active	Hospitality	GEN		
5120	JACKSONVILLE CARPARK REDEVELOPMENT	GRANT I	Active	Community	GEN		
5136	BATHURST CONVENIENCE CENTRE	MICHELS	Active	Retail	RET		
5148	MELBOURNE MALL REDEVELOPMENT	JOHNSON M	Active	Retail	RET		
5227	BOND STREET UNITS	CONDRA	Active	Residential	GEN		
5229	GRADEY MEDICAL CENTRE	GRANT I	Active	Health Care	IRCK		
5251	ROCKINGHAM OPPORTUNITY COLLEGE	TERRIBIC	Active	Health Care	HCR		
5252	BASINGSTOKE REHABILITATION UNIT	TERRIBIC	Active	Aged Care	IRCK		
5259	FOREST PARK COMMUNITY CENTRE	WILLIAM R	Active	Health Care	HCR		
5279	RESELLERS CALOUNDRA STORE	SIMMONS R	Active	Retail	RET		
5340	BARRINGTON BUILDING DISPLAY CENTRE	GUERRINI J	Active	Retail	RET		
5362	LOGAN GOLF CLUB	MILLS R	Active	Aged Care	GEN		
5365	YATALA GLASS HOUSES	JACOVIDA	Active	Worship	GEN		
5385	GILLINGS COMMERCIAL REDEVELOPMENT	WETZIGN	Active	Health Care	HCR		
5393	BOSTOCK SPECIALITY STORES	GARDEN J	Active	Retail	RET		
5398	BILLINGTON CENTRE	PARZANYU	Active	Public	POH		

42

44

FIG. 2

46

Project Details

Project ID: 5408

Status: Active

Project Name: TRICARE HOMESVILLE CENTRE

Project Manager: ABCGALLK

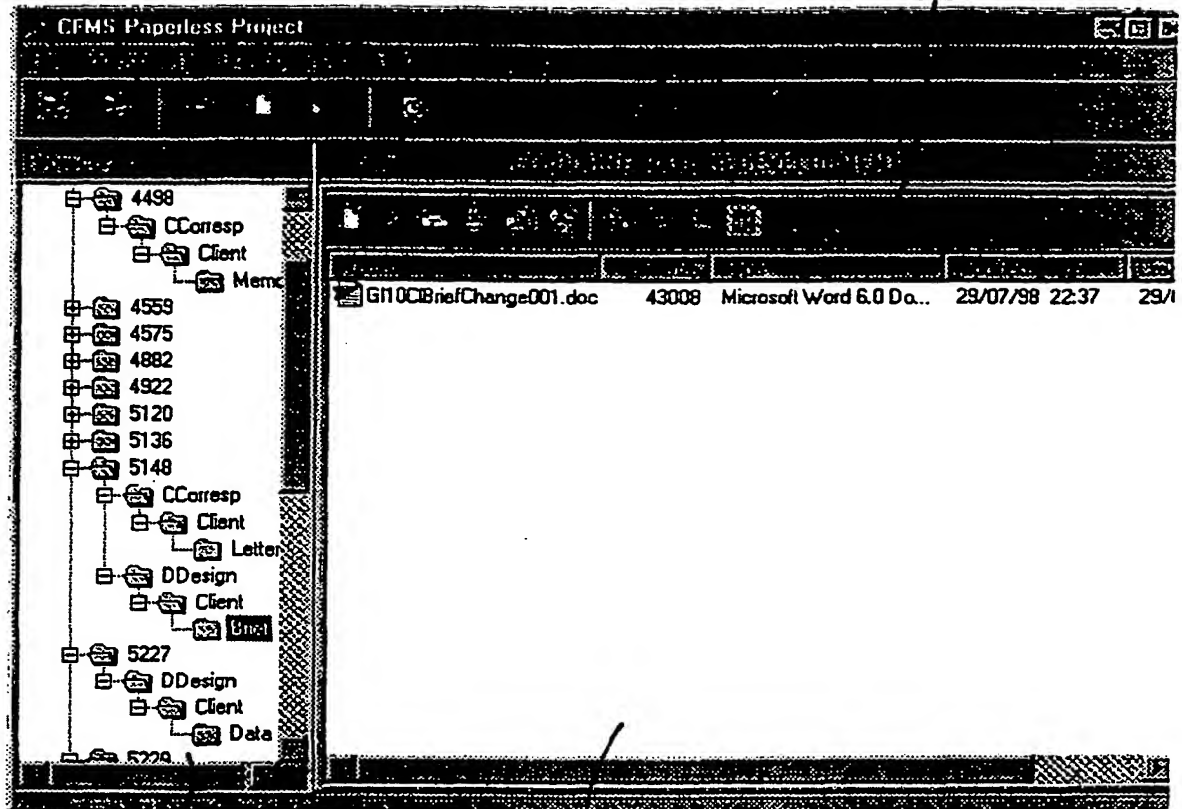
Project Description:

- AcousticEng
- Builder
- ElectEng
- General
- HydraulicEng
- InteriorDesign
- MechEng
- QuantitySurv
- StructEng

FIG. 3

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4.8



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FIG. 4

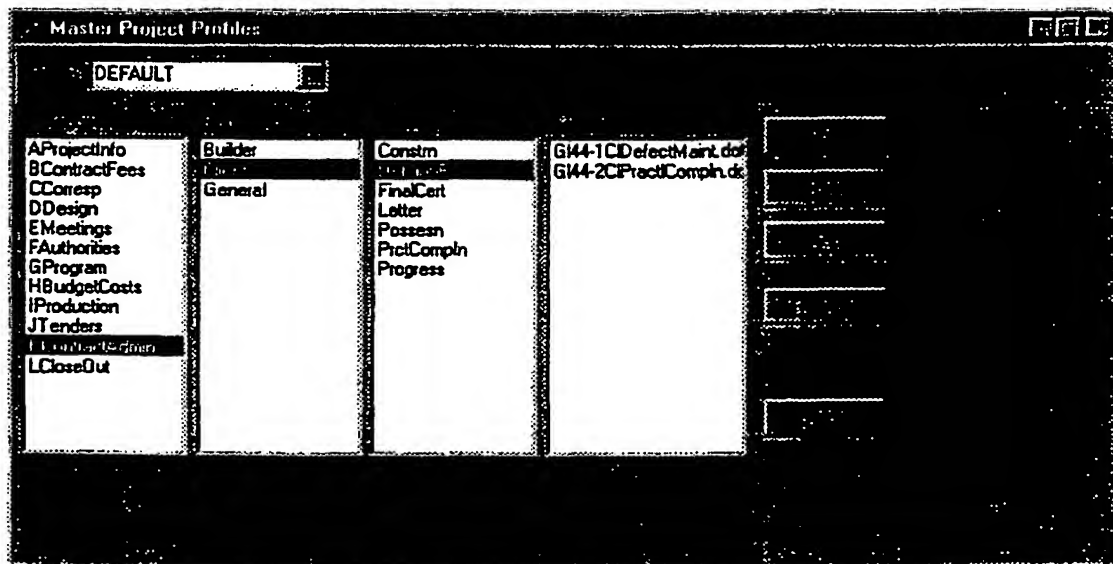


FIG. 5

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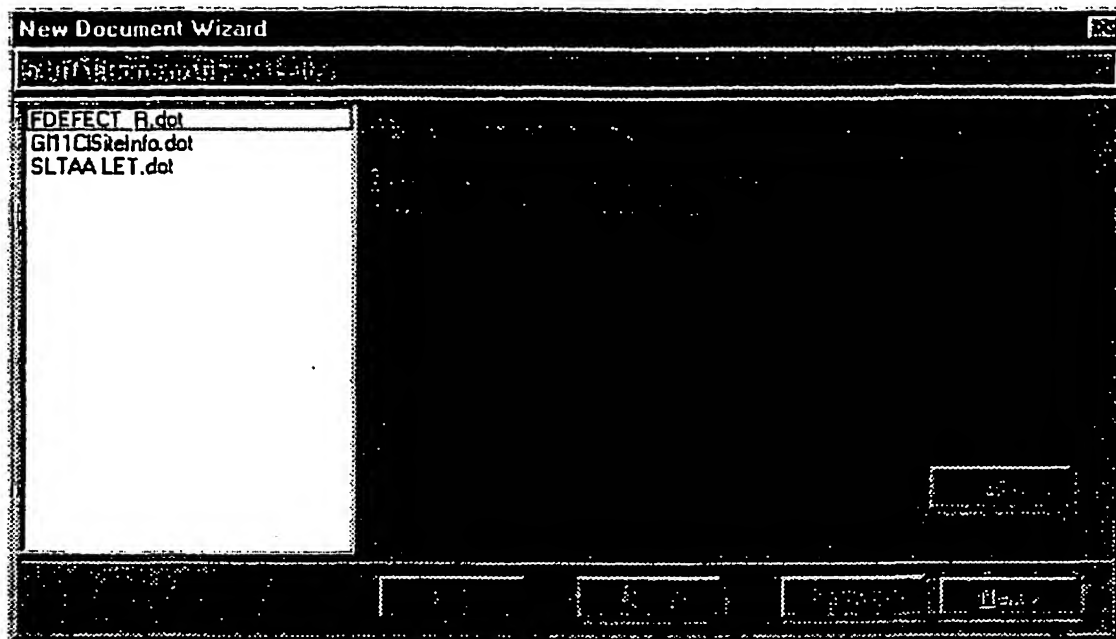


FIG. 6

Contact Selection				
Client	Client Name	Client Address	Client Phone	Client Fax
ADMIN	Client	Office Administration		
ARNOLD	Client	Mr Malcolm Abbey	Baldrock Christian Fellows	07 3399 5255
BLUENO	Client	Mr John Youbrick	Bledslow Club	074 6221700
CANNING	Client	Mr Mark Cabnote	Candestone Technologies	07 3278 1063
CARUANA	Client	Mr Rad Cabbauge	Rad Holdings	07 3833 9836
CATALAN	Client	Mr Bill Cavouge	Big Pineapple Stores	07 3878 2645
CONDRA	Client	Mr Abe Cabieros	Technos Pty Ltd	07 3844 3076
CRAIGA	Client	Mr Micheal Berry	Crain Garrington Trust	07 3835 1327
CROWLEY	Client	Mr Best	Crow T K Pty Ltd	
DRIVASE	Client	Mr Ed Cairns	Drive Care	07 3846 4667
DUNNETT	Interior Design	Mr Tim Bohgnoe	Dunn & Estra Pty Ltd	38392356
EASTG	Client	Mr Gerry Brades	Estrogen Management	07 3870 4789
FALVEYJ	Client	Mr John Beesley	Fallings Valley Wines	07 3290 2267
FOLEYT	Client	Mr Tad Forrest	Fosseys Stores	07 3354 5478
GARDENJ	Client	Mr Jill Bradock	Garden World Australia	07 3368 2478
GARNETT	Client	Mr Ross Berry	Garage Network Traders	Unknown

FIG. 7

Document Log										Document Log									
Doc No	Doc Title	Doc Type	Doc Status	Doc Date	Doc Time	Doc User	Doc Path	Doc Size	Doc Desc	Doc No	Doc Title	Doc Type	Doc Status	Doc Date	Doc Time	Doc User	Doc Path	Doc Size	Doc Desc
3117	CCorresp	Client		29/07/1998	10:32:10		5408 FAX-HEAD001.doc			3117	CCorresp	Client		29/07/1998	10:32:10		5408 FAX-HEAD001.doc		
3117	CCorresp	Client		05/08/1998	1:24:33		GH1CS1eInfo001.doc			3117	CCorresp	Client		29/07/1998	10:33:54		SLTAA FAX ONE001.doc		
3877	CCorresp	Client		29/07/1998	10:33:54		SLTAA FAX ONE001.doc			3877	CCorresp	Client		29/07/1998	10:34:16		SLTAA FAX ONE001.doc		
4185	CCorresp	Client		29/07/1998	10:34:16		SLTAA FAX ONE001.doc			4185	CCorresp	Client		29/07/1998	10:34:35		SLTAA FAX ONE001.doc		
4438	CCorresp	Client		29/07/1998	10:34:35		SLTAA FAX ONE001.doc			4438	CCorresp	Client		29/07/1998	10:35:03		GH1CS1eInfo001.doc		
4553	CCorresp	Client		29/07/1998	10:35:03		SLTAA LET001.doc			4553	CCorresp	Client		29/07/1998	10:35:41		SLTAA LET001.doc		
4575	CCorresp	Client		29/07/1998	10:35:41		SLTAA LET001.doc			4575	CCorresp	Client		29/07/1998	10:36:15		SLTAA LET001.doc		
4882	CCorresp	Client		29/07/1998	10:36:15		SLTAA FAX ONE001.doc			4882	CCorresp	Client		29/07/1998	10:36:34		SLTAA FAX ONE001.doc		
4922	CCorresp	Client		29/07/1998	10:36:34		SLTAA FAX ONE001.doc			4922	CCorresp	Client		29/07/1998	10:36:55		SLTAA FAX ONE001.doc		
5120	CCorresp	Client		29/07/1998	10:36:55		SLTAA FAX ONE001.doc			5120	CCorresp	Client		29/07/1998	10:37:21		SLTAA FAX ONE001.doc		
5136	CCorresp	Client		29/07/1998	10:37:21		SLTAA FAX ONE001.doc			5136	CCorresp	Client		19/08/1998	3:59:58		GH1CS1eInfo001.doc		
5148	CCorresp	Client		19/08/1998	3:59:58		GH1CS1eInfo002.doc			5148	CCorresp	Client		19/08/1998	4:02:45		GH1CS1eInfo002.doc		
5148	CCorresp	Client		29/07/1998	10:37:12		GH1CS1eInfo001.doc			5148	CCorresp	Client		29/07/1998	10:37:12		GH1CS1eInfo001.doc		
5227	CCorresp	Client		29/07/1998	10:37:39		GH1CS1eInfo001.doc			5227	CCorresp	Client		12/09/1998	5:31:05		GH1CS1eInfo001.doc		
5229	CCorresp	Client		29/07/1998	10:38:17		GH1CS1eInfo001.doc			5229	CCorresp	Client		29/07/1998	10:38:55		GH1CS1eInfo001.doc		
5251	CCorresp	Client		29/07/1998	10:38:55		GH1CS1eInfo001.doc			5251	CCorresp	Client		29/07/1998	10:39:29		GH1CS1eInfo001.doc		
5252	CCorresp	Client		29/07/1998	10:39:29		GH1CS1eInfo001.doc			5252	CCorresp	Client		27/05/1998	2:08:34		GH1CS1eInfo001.doc		
5259	CCorresp	Client		02/06/1998	4:08:50		GH1CS1eInfo001.doc			5259	CCorresp	Client		29/07/1998	10:40:14		GH1CS1eInfo001.doc		
5259	CCorresp	Client		29/07/1998	10:40:14		GH1CS1eInfo001.doc			5259	CCorresp	Client		29/07/1998	10:40:49		GH1CS1eInfo001.doc		
5279	CCorresp	Client		06/08/1998	10:13:17		GH1CS1eInfo001.doc			5279	CCorresp	Client		06/08/1998	10:13:17		GH1CS1eInfo001.doc		
5340	CCorresp	Client		06/08/1998	10:13:17		GH1CS1eInfo001.doc			5340	CCorresp	Client		06/08/1998	10:14:29		GH1CS1eInfo001.doc		
5340	CCorresp	Client		29/07/1998	10:41:23		SLTAA FAX ONE001.doc			5340	CCorresp	Client		29/07/1998	10:41:49		SLTAA FAX ONE001.doc		
5340	CCorresp	Client		29/07/1998	10:41:49		SLTAA FAX ONE001.doc			5340	CCorresp	Client		29/07/1998	10:42:14		SLTAA FAX ONE001.doc		
5352	CCorresp	Client		29/07/1998	10:42:14		SLTAA FAX ONE001.doc			5352	CCorresp	Client		29/07/1998	10:42:38		SLTAA FAX ONE001.doc		
5355	CCorresp	Client		29/07/1998	10:42:38		SLTAA FAX ONE001.doc			5355	CCorresp	Client		29/07/1998	10:43:10		SLTAA FAX ONE001.doc		
5355	CCorresp	Client		29/07/1998	10:43:10		SLTAA FAX ONE001.doc			5355	CCorresp	Client		29/07/1998	10:43:57		SLTAA FAX ONE001.doc		
5358	CCorresp	Client		29/07/1998	10:44:25		SLTAA FAX ONE001.doc			5358	CCorresp	Client		21/05/1998	12:03:42		SLTAA FAX ONE001.doc		
5401	CCorresp	Client		20/05/1998	10:27:29		GH1CS1eInfo001.doc			5401	CCorresp	Client		31/08/1998	10:06:12		GH1CS1eInfo001.doc		
5401	CCorresp	Client		31/08/1998	10:06:12		GH1CS1eInfo002.doc			5401	CCorresp	Client					GH1CS1eInfo002.doc		

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CFMS Time Costing				
TIMESHEETS				
Status: All Entries				
Week Ending	Status	Staff Name	Total	
15/06/1998	Incomplete	Andrew Naughton	1.000	
31/07/1998	Incomplete	Abe Blundell	12.000	
11/09/1998	Incomplete	John Carrington	2.750	
11/09/1998	Incomplete	Mark Cambridge	0.500	
18/09/1998	Incomplete	Andrew Naughton	16.000	
09/10/1998	Incomplete	John Carrington	1.000	
01/05/1998	Posted	Andrew Naughton	38.500	
01/05/1998	Posted	Jim Blaney	37.500	
01/05/1998	Posted	Abe Blundell	37.500	
01/05/1998	Posted	John Carrington	37.500	
01/05/1998	Posted	Mark Cambridge	40.750	
01/05/1998	Posted	Sibel Canaught	38.000	
01/05/1998	Posted	Shaun Cauldwell	39.000	
01/05/1998	Posted	Ingrid Drew	38.000	
01/05/1998	Posted	Geoff Eastgate	40.000	
01/05/1998	Posted	Edith Granthorn	39.500	
01/05/1998	Posted	Peter Harrington	45.500	
01/05/1998	Posted	Greg Kingston	37.500	
01/05/1998	Posted	Jim Lawnton	40.000	
01/05/1998	Posted	Mary Mander	38.250	

FIG. 9

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Timesheet Details

Day: Friday 1 May 1998 COSS

Monday

Normal Time

Day	Dep	Est	Project	Activity	Normal	System	Estimate
Monday	ESV	C1	ESV	90A	Normal Time	6.000	
Tuesday	HCR	C1	HCR	90A	Normal Time	1.000	
Tuesday	ESV	C1	ESV	90A	Normal Time	6.000	
Wednesday	HCR	C1	HCR	90A	Normal Time	1.000	
Wednesday	ESV	C1	ESV	90A	Normal Time	6.000	
Wednesday	HCR	C1	HCR	90A	Normal Time	1.000	
Thursday	HCR	C1	HCR	90A	Normal Time	1.000	
Thursday	RCK	C1	RCK	90A	Normal Time	1.000	
Thursday	ESV	C1	ESV	90A	Normal Time	6.000	
Friday	HCR	C1	HCR	90A	Normal Time	1.000	
Friday	RCK	C1	RCK	90A	Normal Time	1.000	
Friday	ESV	C1	ESV	90A	Normal Time	5.000	
Friday	HCR	C1	HCR	90A	Normal Time	1.000	
Monday	HCR	C1			Normal Time		

Approved: [Signature] Date: [Date]
 Submitted: [Signature] Date: [Date]
 Verified: [Signature] Date: [Date]

FIG.10

FIG. 11 is a screenshot of a "Contact Details" window. The window has a title bar with the text "Contact Details" and a close button. The main area contains several input fields for contact information: "Name", "Address", "City", "State", "Zip", "Phone", "Fax", "Email", and "Web". The "Name" field is currently empty. To the right of the input fields are three buttons: "OK", "Cancel", and "Apply".

FIG. 11

FIG. 12 is a screenshot of a "Contact Details" window, similar to FIG. 11 but with pre-filled data. The "Name" field contains the text "WILLIAMR". The "Client" field contains the text "Client". The "Address" field contains the text "Rob". The "City" field contains the text "Cannaught". The "Zip" field contains the text "Mr Cannaught". The "OK", "Cancel", and "Apply" buttons are still present on the right side.

FIG. 12

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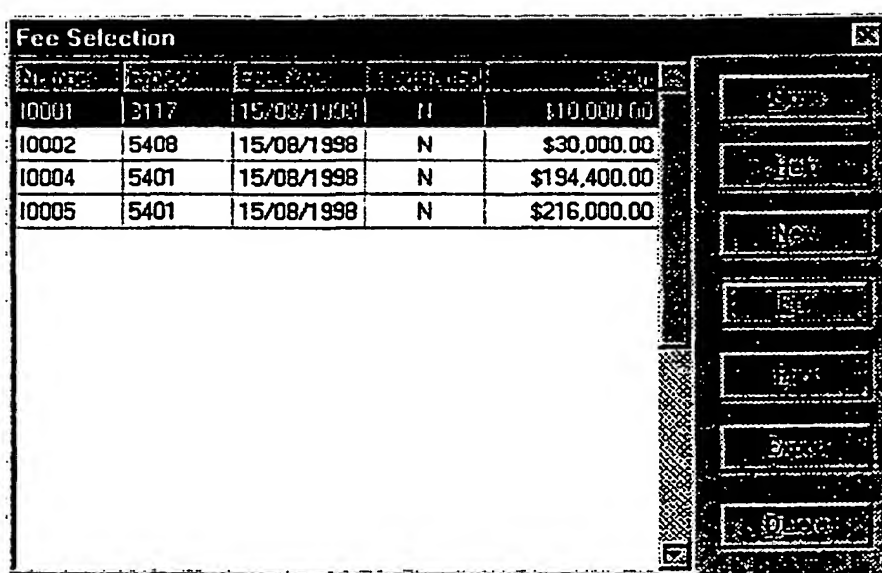
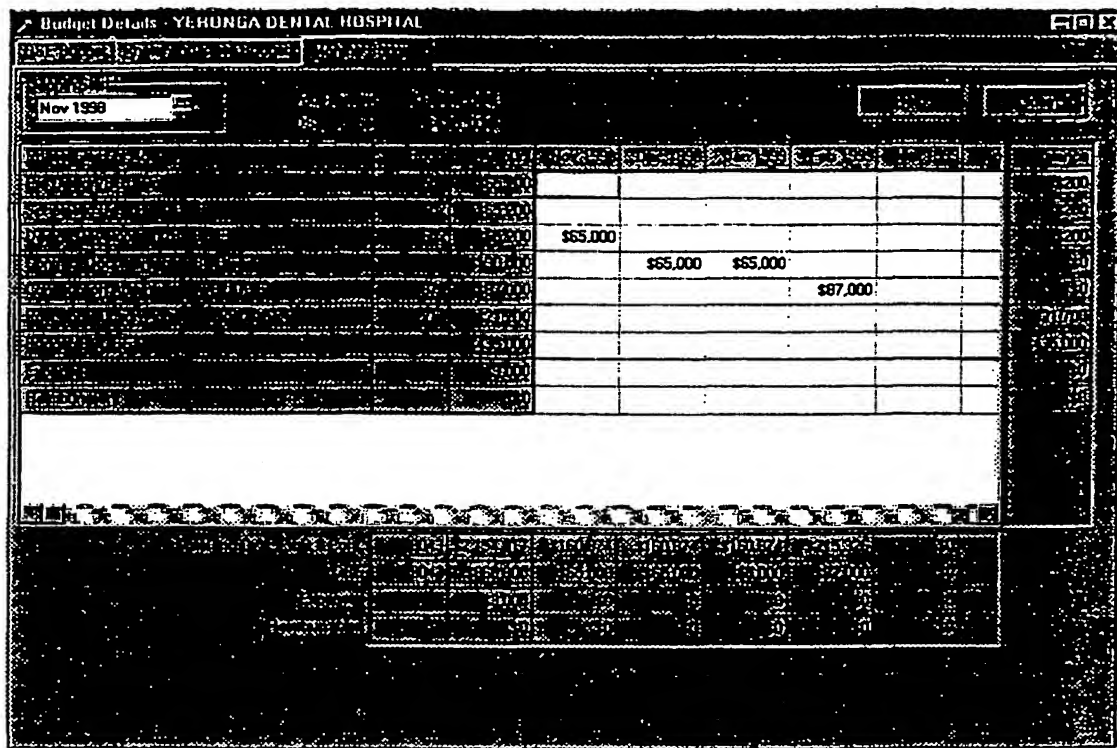
FIG. 13

Item	Description	Quantity	Unit Price	Total
1PD	Pre Design	15.00%	\$65,255	
2SD	Schematic Design	15.00%	\$65,255	
3DD	Design Development	15.00%	\$65,255	
4DD	Detailed Documentation	10.00%	\$110,510	
SCA	Construction Administration	20.00%	\$87,006	
6CA	Post Construction Administration	5.00%	\$21,752	
7ID	Interior Design		\$0	

Grand Totals	
Budget	\$1,105,100
Total	\$1,105,100

FIG. 14

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Fee Details

Patient ID: 10005 Date: 15/08/98
 Insurance: 5401
 Facility: REGIONAL DENTAL HOSPITAL
 Referral: 10005-10005-10005
 Description: [Empty Box]
 Rate: 20.00%
 Discount: 0.00%
 Net: N

Buttons: [Print], [Cancel], [OK]

FIG. 17

Time Charging Reports Selection

<input checked="" type="checkbox"/> 5401 <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> 5401 <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> Oct 1998
<input checked="" type="checkbox"/> 5401 <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> Oct 1998
<input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> HCR <input checked="" type="checkbox"/> Oct 1998	<input checked="" type="checkbox"/> 16/10/1998 <input checked="" type="checkbox"/> 16/10/1998

Buttons: [Print], [Cancel], [OK], [Help]

FIG. 18

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Project Detail Report

Page 1

12/10/1998 3:17:07

Your Firm Name Pty Ltd

PROJECT DETAIL REPORT

Project: TRICARE HOMESVILLE CENTRE

Principal: MUSM

Number: 5403

For the Period Ending 31/03/1998

Architect: MUSM

Description	Rates		Spent this Period				Spent to Date				
	Normal	O/Time	Normal	Overtime	Total	\$Normal	\$O/Time	\$Total	Normal	O/Time	\$Total
Direct Salary Expense (\$\$)											
Phase Unknown											
Greg Kingston	18.250	24.560	16.500		16.500	301.18		301.18	20.000		365.08
Maurice Mandrake	43.630	58.770	13.000		13.000	567.92		567.92	18.000		786.35
Total Phase Unknown			29.500		29.500	869.10		869.10	38.000		1,151.43
Total Direct Salary Expense (\$\$)			29.500		29.500	869.10		869.10	38.000		1,151.43
Overhead Allocation	6.83%										
Total Overhead & OSE								869.10			1,151.43
Profit	5.80%							43.46			97.57
Contingency	5.00%							43.46			97.57
PROJECT TOTAL			29.500		29.500	869.10		956.02	38.000		1,296.55

FIG. 19

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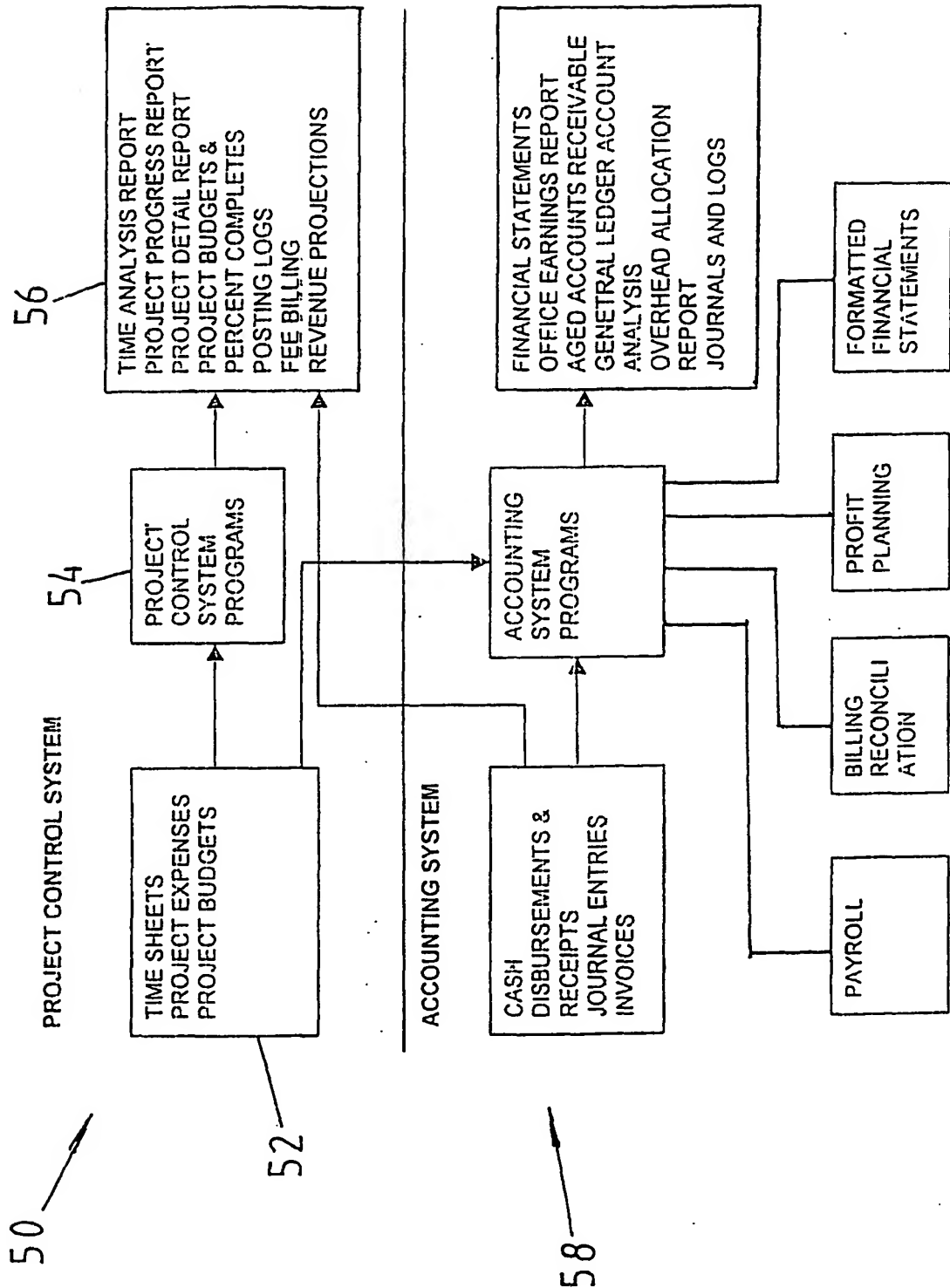


FIG. 20

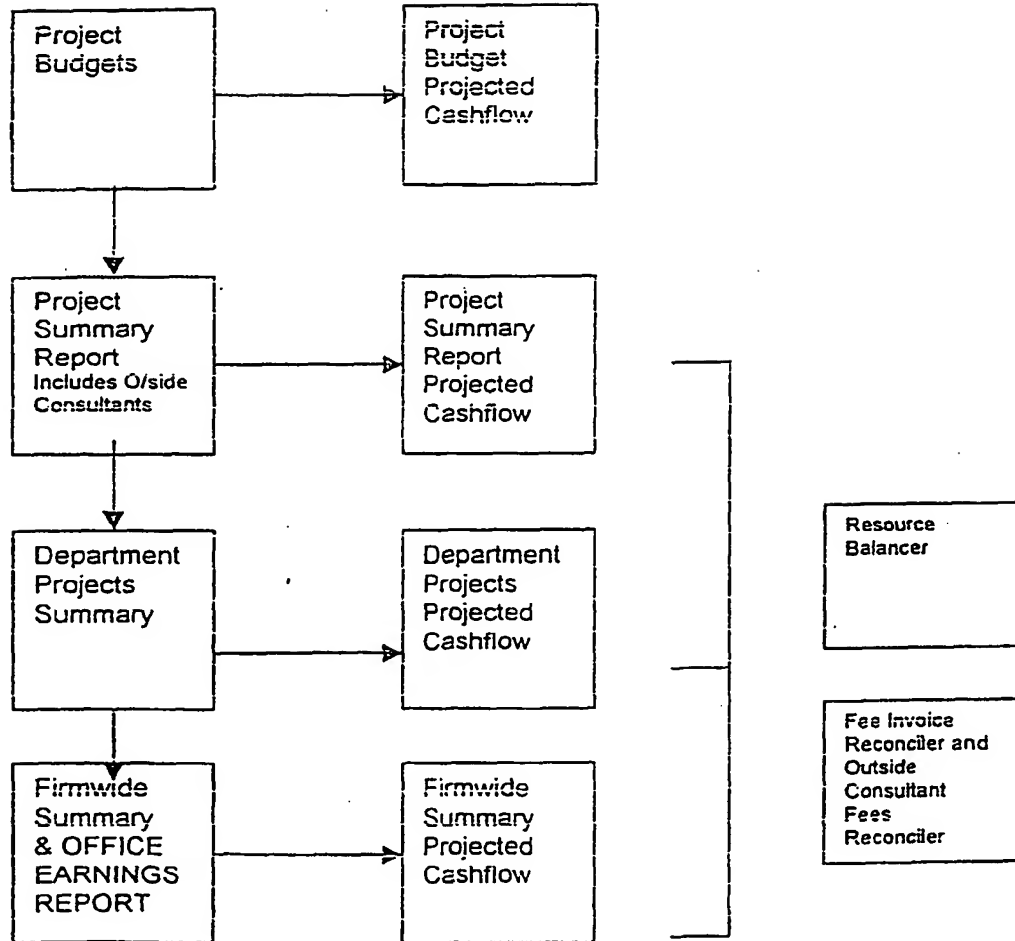


FIG. 21

INTERNATIONAL SEARCH REPORT

International application No.
PCT/AU 98/00887

A. CLASSIFICATION OF SUBJECT MATTER		
Int Cl ⁶ : G06F 17/60		
According to International Patent Classification (IPC) or to both national classification and IPC		
B. FIELDS SEARCHED		
Minimum documentation searched (classification system followed by classification symbols) Int Cl ⁶ G06F 17/60, Int Cl ³ G06F 15/21		
Documentation searched other than minimum documentation to the extent that such documents are included in the fields searched		
Electronic data base consulted during the international search (name of data base and, where practicable, search terms used) WPAT: - PROJECT# OR TASK# OR ORGANI: IBM PAT NETWORK: - PROJECT AND MANAGEMENT		
C. DOCUMENTS CONSIDERED TO BE RELEVANT		
Category*	Citation of document, with indication, where appropriate, of the relevant passages	Relevant to claim No.
X	US 5671360 A (HAMBRICK et al.) 23 September 1997 See entire document but in particular column 4 line 60 to column 5 line 56, Column 8 line 3	1-13
P,X	US 5761674 (ITO) 2 June 1998 See entire document but in particular column 2 line 5 to column 3 line 12	1-13
A	EP 0540442 (INTERNATIONAL BUSINESS MACHINES CORPORATION) 5 May 1993 Entire document	1-13
<input type="checkbox"/> Further documents are listed in the continuation of Box C <input checked="" type="checkbox"/> See patent family annex		
<p>* Special categories of cited documents:</p> <p>"A" document defining the general state of the art which is not considered to be of particular relevance</p> <p>"E" earlier application or patent but published on or after the international filing date</p> <p>"L" document which may throw doubts on priority claim(s) or which is cited to establish the publication date of another citation or other special reason (as specified)</p> <p>"O" document referring to an oral disclosure, use, exhibition or other means</p> <p>"P" document published prior to the international filing date but later than the priority date claimed</p> <p>"T" later document published after the international filing date or priority date and not in conflict with the application but cited to understand the principle or theory underlying the invention</p> <p>"X" document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone</p> <p>"Y" document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art</p> <p>"&" document member of the same patent family</p>		
Date of the actual completion of the international search 18 December 1998		Date of mailing of the international search report 05 January 1999
Name and mailing address of the ISA/AU AUSTRALIAN PATENT OFFICE PO BOX 200 WODEN ACT 2606 AUSTRALIA Facsimile No.: (02) 6285 3929		Authorized officer J.W. THOMSON Telephone No.: (02) 6283 2214

INTERNATIONAL SEARCH REPORT

Information on patent family members

International application No.
PCT/AU 98/00887

This Annex lists the known "A" publication level patent family members relating to the patent documents cited in the above-mentioned international search report. The Australian Patent Office is in no way liable for these particulars which are merely given for the purpose of information.

Patent Document Cited in Search Report		Patent Family Member	
EP	0540442	JP	5225206
US	5761674	JP	6044255
			END OF ANNEX